

## VIP, Blackboard, Maple, and E-mail on the MS Network

The Student Technology Fee substantially funds the software and computer labs in the College of Arts and Sciences.

### Login to MS Network

1. Press **Ctrl-Alt-Del**.
2. Check that the network is MS.
3. Enter your Username and Password

### Other MS Network Information

1. Passwords should be changed regularly. Your initial password is your nine-digit student ID number. To change your password, press **Ctrl-Alt-Del** and click on **Change Password....** Enter your current password and your new password – twice.
2. Your personal disk space on the MS network is the **Z:** drive. Files saved here can be accessed from any computer on the MS network. Files can also be saved to a diskette, ZIP disk, or other removable storage device available on the local computer. Files saved in any other location (including the Desktop) are local to the current computer you using. These may be erased when you logout!
3. Do not forget to logout at the end of your session. To logout, press **Ctrl-Alt-Del** and click on **Log Off....** If you do not logout, another user can access, modify, or erase any of your files.

### USC Network Setup

1. Go to the USC homepage: <http://www.sc.edu/>
2. Select the link to VIP in the black border at the bottom of the page (the direct URL is <http://vip.sc.edu/>)
3. Login to VIP using your USC identification number and PIN. Your initial PIN is randomly created and emailed to you at your USC and/or application email address. The first time you login to VIP you will be asked to change your PIN. Be sure you remember your PIN!
4. Once in VIP, click on the **Technology** tab along the left edge of the browser window. Select **Network Username**. You can set your password from this screen. To request a USC network username, go to Computer Services on Blossom Street (or call the CSD Help Desk at 777-1800).
5. To setup your USC e-mail account, click on the **Personal** tab and edit your Online Directory information. Enter the e-mail address where you want to receive e-mail sent from the university. This e-mail address is the one that will be listed in USC's online directory. (The **Change PIN** link on the **Personal** tab provides an interface for changing the PIN for VIP.)

### Accessing Blackboard

1. Blackboard can be accessed directly from VIP via the link at the left of the VIP window. The direct URL is <http://blackboard.sc.edu/>.
2. Login to Blackboard using the Username and Password established in VIP. The default display is a list of all courses in which you have been enrolled any time in the past year.
3. Click on the **Personal Information** tab on the left hand side of the screen. Then click on the **Edit Personal Information** tab and make sure that the e-mail listed is the one you use. If the e-mail address is incorrect, change it and click on **Submit** on the bottom right. Remember, this is the e-mail address your TA will use to contact you for any reason.

### Accessing Maple 13

1. Maple 13 should be on the Desktop for most computers on the MS network. If there is no Maple 13 icon on the Desktop, click on the **Start** menu in the lower left corner of the display. Then select **Programs**, then the **Maple 13** folder, and finally the **Maple 13** executable.
2. To create a shortcut to Maple 13 on your desktop, follow Step 1 above then press the *right* mouse button and select **Create Shortcut**.